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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans & Policy Staff

SUBJECT: Weekly Activity Report #36

DATE: 6 September 1956

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

1. Changes for the Course Catalog have been received from all OTR Schools except the Language & Area School. As soon as their modifications have been received, the new Catalog will be ready for the printer.
2. After a re-survey of fixed space needs in OTR, this Staff prepared a recommendation to the CIA Building Committee which would permit the reduction of that category of space required by OTR in the new building if certain contingencies were met. Included in the possibilities was the suggestion that all full-time training courses might be conducted outside the headquarters building.
3. New drafts of [ ] "Training at Non-CIA Facilities Under Public Law 110," and a field version have been completed and forwarded to the Executive Secretary, CIA Career Council for review by the Council members, and to the SA-DD/S [ ] for DD/S coordination.
4. The Training Officers of the major offices have been requested to describe the training reports or data which their offices might require from the OTR training files for any individual or group of trainees. This is in anticipation of the study to be conducted by the Administrative Branch relative to the transfer of training data to a machine records system.
5. At the request of DTR this Staff combined data regarding the exchange of training activities among other government training facilities. This information will be used in the briefing of Admiral Conolly, a member of the Killian Committee.

III. PERSONNEL ITEMS:

1. On Friday, 31 August, [ ] a summer employee with this Staff, resigned.

JOB NO. [ ] BOX NO. [ ] FLD NO. [ ] DOC. NO. 15 NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: [ ] RET. JUST. 22  
 NEXT REV DATE 09 REV DATE 11-12-77 REVIEWER [ ] TYPE DOC. 02  
 NO. PGS 2 CREATION DATE [ ] ORG COMP 11 OF 11 ORG CLASS 5  
 REV CLASS C REV COORD. [ ] AUTH: HR 703

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2. [redacted] returned from two weeks' annual leave on Tuesday, 4 September.

*for.*



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TO : Director of Training

DATE: 31 August 1956

FROM : Chief, Plans &amp; Policy Staff

SUBJECT: Weekly Activities Report #35

I. SIGNIFICANT ITEMS: NoneII. OTHER ITEMS:

1. During this reporting period there were no meetings of the CSTC nor of the Clandestine Services Training Officers generally.
2. The five percent training policy was the main item on the agenda of the DD/S Training Liaison Officers meeting held on 28 August. OTR agreed to supply the DD/S TLO's with a list of creditable training hours, particularly for area and language courses, in the OTR Bulletin. [ ] announced the new fall schedule of courses and testing conducted by the Clerical Refresher Staff and [ ] announced the next running of the Effective Speaking and Effective Writing courses. 25X1
3. A meeting was held on Monday, 27 August, in [ ] (SPA-DD/S) office to discuss the [ ] A representative of FE Division was preparing for an immediate visit to [ ] and representatives of OTR, OC, OL and OP were afforded an opportunity to express their views regarding the proposed [ ] It was agreed that the representative from FE would brief OTR on his findings regarding the proposed plan immediately after his return to headquarters. 25X1
4. A meeting was held on Tuesday, 28 August, in the office of [ ] to consider further means of reducing the fixed space requirements of Agency components within the new building. This Staff is preparing a reply for the CIA Building Committee in response to [ ] request. 25X1
5. A memorandum has been prepared for the Acting DD/S setting forth OTR position with respect to several questions which have been raised on the implementation of CIA [ ] "Headquarters Participation in Training." Subsequent to DD/S concurrence, the resolution to such questions will be given general dissemination through the medium of the OTR Bulletin. 25X1

JOB NO. [ ] BOX NO. [ ] FLD NO. [ ] DOC. NO. [ ] NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S (C) RET. JUST. 22  
 NEXT REV DATE 09 REV DATE 10-17 REVIEWER [ ] TYPE DOC. 02  
 NO. PGS 2 CREATION DATE [ ] ORG COMP 11 OPI 11 ORG CLASS S  
 REV CLASS C REV COORD. AUTH: HR 79-3

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6. Changes for the Course Catalog have been received from all OTR Schools except the Language & Area School. As soon as their modifications have been received, the new Catalog will be ready for the printer.

III. PERSONNEL ITEMS:

1.  returned from three weeks' annual leave on Wednesday, 29 August.

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